The image shows the front cover of an old book. The cover is decorated with a marbled paper pattern featuring large, irregular, brownish-gold spots separated by a network of dark red and black lines. A small, rectangular, off-white paper label is pasted in the center of the cover. The label contains handwritten text in cursive script. The left edge of the book shows a dark brown, textured binding material.

L. P. Nichols
Dist. 1, School 19.
708.71

DIRECTIONS AND EXPLANATIONS.

This book contains—

First—A RECORD OF ADMISSION AND DISCHARGES.

Second—A REGISTER, for noting Attendance, Absence, Tardiness, Scholarship, and Deportment.

Third—A DIARY, for entering the attendance, number belonging, &c., each forenoon and afternoon, through the month, for convenience in obtaining and recording the Monthly Averages, &c.; also a blank for recording the Teacher's Time, and a Record for Visitors.

All entries in this Book should be made with ink, and in plain handwriting; also with neatness and care, for preservation.

TO KEEP THE RECORD OF ADMISSIONS AND DISCHARGES.

Enter each Pupil's Name as received, with the other items of information called for at the heads of the several columns. Under "Attended other School," (meaning *this school year*,) write "yes," or "no," as the case may be.

At the first opening of a School, this Record should be written on a loose sheet of paper, and after the membership of the School has become in a degree settled, copy the names, &c., into the book. *It is not to be re-copied every month.*

TO KEEP THE REGISTER.

1. Fill the blanks in the line at the top of the page, with the proper designation of the School, as "Primary," "Secondary," "Intermediate," or "Grammar," as the case may be; then the number of the School, if it has one; the month and year; and the Teacher's name.

2. In the blank space immediately under the days of the week, write the days of the month.

3. In the first column number the Pupils as they are enrolled. (After the first month they should be enrolled in the order of their "relative standing.") In the second column place the Pupils' names; in the third their ages in years.

4. *Marks relating to attendance* should be made in the *lower* part of the space for the day. For absence in the forenoon, write *a* in the *left-hand* corner; for absence in the afternoon, write *a* in the *right-hand* corner; if the absence is caused by sickness, place a dot over the *a*. For tardiness, write *t*; and for dismissal, before the duties of the session are completed, write *d*—at the left for morning, at the right for afternoon. A blank, or a figure 4, in the lower part of the space will denote full attendance.

5. When a new Pupil is entered, mark "*E*," in the space for that day; if suspended, write *S*.; if restored, *R*.; if expelled, "*Ex*.," if transferred to another School of same grade, *T*.; if promoted *P*.; if left *L*.

6. In estimating the "merits" of each Scholar, full attendance will count 4; absence half a day deducts 2; tardiness deducts 1; dismissal before the completion of duties deducts 1.

7. *Marks relating to scholarship* will be placed in the *upper left-hand* corner of the space. Good recitations in all the branches studied by the Pupil will count 4 merits for each day. Failures or defects will reduce the amount to 3, 2, 1, or 0, according to their nature. Or teachers who prefer it may, instead of marking the daily recitations, adopt the plan of *monthly examinations* to determine scholarship, marking the results of each examination on a scale which will give for good scholarship a number equal to that given by the other method; that is, for a month of 20 school days, give good scholarship in all branches 80 merits; inferior scholarship proportionately less. If the month has but 16 school days, the scale will range from 64 downward, and so on. (In estimating scholarship, the Teacher should always regard the *efforts* or *endeavors* of the Pupil, as well as actual *attainments*.)

8. *Marks relating to deportment* will be placed in the *upper right-hand* corner. Good behavior will count 4 merits for each day. Faulty conduct will be graduated as 3, 2, 1, or 0, according to its nature. Tardiness more than fifteen minutes, without good excuse, deducts 2. Serious misconduct may be noted as —1, —2, &c., according to its aggravation; such *demerits* being subtracted from the sum of merits for the month. Corporal punishment may be indicated by a dot under the figure.

9. Extra credit may be given for special excellence or merit in either attendance, scholarship, or deportment.

10. At the end of the month the merits for "attendance," "scholarship," and "deportment" will be severally summed up (demerits being subtracted, if any) and placed each in the appropriate column under "summary." The Pupil who has the highest number of credits, over all demerits, will rank as No. 1 for the next month, and be so noted in the column of "relative standing;" the next highest, No. 2, and so on. Should two or more obtain the same number, rank them in alphabetical order. It will be well, if practicable, that the Pupils should sit in the school-room in the order of their relative standing for the month.

TO KEEP THE DIARY.

1. In the first column note the day of the month; in the second the day of the week (Monday, Tuesday, &c.) and in the other columns the numbers admitted, left, &c., each day; the numbers present, absent, and belonging each forenoon and afternoon. This should be done before leaving the school-room each day.

2. At the end of the month add the columns, and write the totals at the foot of each.

3. The sum of presences, both forenoon and afternoon, divided by the number of half days, will give the *average* attendance; and the sum of the numbers belonging, forenoons and afternoons, divided by the number of half days, will give the *average* number belonging.

4. Fill the blanks in the Monthly Summary below, and the record is complete.

5. Note the precise of the Teacher's arrival and departure from the school-room each day, with the time lost by absence, and the reasons therefor, in the columns provided at the right hand of the page.

6. In the space at the lower right-hand of the page write the names of all visitors, or request them to do it.

	NAMES.	PARENTS OR GUARDIANS.	RESIDENCES.	Age.	Attended School.	DATE OF ENTERING.	DATE OF LEAVING.	REMARKS.
1	Sam. Alexander		11 th .	14		Sept. 5	Nov. 7	
2	Robt. Alexander		S. bet. 14 & 15	13		" "	Feb. 13	
3	James Adams			10		" 19	Oct. 10	Moved
4	Harry Brooks		9 th & W	11		Oct. 10	Dec. 23	Trans.
5	Isaiah Brooks		19 th & W	14		Oct 10	Feb. 14	
6	Richmond Boston		Vt. bet. 2 & R. 9	9		Sept 5		
7	Eliza Brooks		R. bet 12 & 13	10		" "	Dec. 1	Sent to Jessie
8	Mary E. Brown		College hill	12		" "	" 1	Service
9	Angelina Boston		11. bet. 2 & V	9		" "	May 20	
10	Maria Buckley			12		" 19	Nov. 1.	
11	James Beverly		R. bet. 17 & 18	9		" 5		
12	Richard Beverly		" " " "	12		Oct 10	Apr. 21,	
13	Howard Colcland	Mary Whiting	9 th & Broadway	12		Oct. 3		
14	Augustus Cook		10 th bet 9 & 10	13		Sept 5	Oct. 30	To labor.
15	Watie Cook		10 th bet. 9 & 10	12		" 5		
16	Francis Coleman		R. bet. 6 & 7	11		" "	Apr. 3	
17	Lydia Ann Coleman		13 th bet. 2 & R.	8		" "	Mar. 1st	
18	Alice Chase		12 th & Vt. Av.	10		" "		
19	Wm. Clark		C. St. bet. 4 & 6.	13		Feb. 13	Apr. 3 rd	
20	Burnett Garson	Apphia Jones	Oct. bet 12 & 13	9		Feb. 9		
21	Frederick Gray	No 12 22	14 th bet L & J.	12		" "		
22	Edward Holmes		Country			Nov. 21	Apr. 17	
23	Wm. Hanson		14 th bet. L & J.	11		7	Jan. 11	Exp. pulled
24	Henry Hunted		13 th bet R & J.	10		" 5		
25	Alfred Holmes		Country			Nov. 21		
26	Mamuel Iverson		13 th bet 2 & R.	10		" "	Apr. 17	
27	Arthur Holmes.		Country			Nov. 21	Apr. 17	
28	Mary Liza Jones		11 th bet V & W.	9		Sept.	Oct 10	Sent down.
29	Lewis Jones		8 th bet W & Grant. Av.	9		" "		
30	Willie Jones		7 th bet 13 & 14	8		" "		
31	Oscar Jackson		10 bet. 2 & R.	13		" 12 th	Sept. 30	
32	Moses Kelsey		2. bet 11 & 12	8		" 5		
33	Martha Ketch		10 bet L & J.	10		" "		
34	Robt. Liggins		V. bet 10 & 11	8		" "		
35	Anthony Lewis		7 th Country	10		" 6		
36	Georgiana Lewis		11 th bet W & V	12		" 5		

RECORD of Admissions and Discharges

School, No. _____, from _____, to _____

187 _____, to _____

	NAMES.	PARENTS OR GUARDIANS.	RESIDENCES.	Age.	Attended other School.	DATE OF ENTERING.	DATE OF LEAVING.	From what School transferred.	REMARKS.
33	Isaac Lawson		Vt. bet. 8 & 9	10		Sept 5			
34	Eliza Marshall		15 th bet L & M	15		" "			
35	Joseph Miller		N. bet 14 & 15	8		" "			
36	Fletcher Low	Mrs. Annie Jackson	N. bet. 14 & 15	11		Feb. 3			
37	Ernesta Nettie		K bet 14 & 15	13					
38	Solomon Nelson		7 th St. Park	8		" " Oct 10 th			sent down
39	Fanny Newton		13 th L & R.	13		" " Feb. 1			
40	Little Orr		11 th bet L & R.	15		Oct. 24 th	Jan 16		
41	James Price		" bet L & R.	10		Sept 5			
42	Adeline Queen		K bet R & A. 15	16		" 13			
43	Annie Queen		" " " "	14		" 13	Oct 3		Promoted
44	Grace Robinson		12 " & L	12		" 5	Oct. 28		Trans.
45	Lewis "		12 th	12					
46	Philip Scott		R " 12 & 13	16		" " Sept. 26			Received again
47	Albert Smith		13 bet L & R	12		" "			
48	Alice Smith		11 " L & R	9		" "			
49	Georgie Simms.		7 th near Boundary	9					
50	Julia Tabor					" " Feb. 14			
51	Wm. H. Tyler					" "			
52	Leconia Washington		8 th bet L & I	11		" " Apr 24			
53	Jack Washington		Vt bet 10 & 11	8		" "			
54	Isaac Walker		13 bet 8 & 9	12		" " Mar 27			
55	Tommy Wallace	Susan Chase	13 th	10		" "			
56	Mark Whiting		10 th bet. A. & S.	10		" "			
57	Margaret Washington		20 bet 13 & 14	12		" 13	Nov. 10		
58	Allen Wood		13 th bet. Boundary	9		" "			
59	Ole Washington		12 th bet. M. & N.	10		Oct. 10	Apr. 11		1891
60	Fanny Watson		12 th R.	10		Nov. 17	Feb. 17		
61	Moses Mumford					May 8 th			
	+3 Holmes = 64+								

Questions to be put to every Pupil on entering: What is your name? What is your father's name? (If no father, then the mother's or guardian's name.) Where do you live? Have you been vaccinated? Have you attended any other School in this city during the present school year?

Questions to be put to every Pupil on entering: What is your name? What is your father's name? (If no father, then the mother's or guardian's name.) Where do you live? How old are you? Have you vaccinated? Have you attended any other School in this city during the present school year?

RECORD of Admissions and Discharges

Questions to be put to every Pupil on entering: What is your name? What is your father's name? (If no father, then the mother's or guardian's name.) Where do you live? How old are you?
 been vaccinated? Have you attended any other School in this city during the present school year?

NAMES OF SCHOLARS.

[illegible]

NAMES OF SCHOLARS.

Scholar's Number.	Key.—A blank at the bottom of a space denotes presence; a, absence; s, sickness; t, tardy; d, dismissed; E, entered; Ex, expelled; S, suspended; R, restored; T, transferred; P, promoted; L, left. Left hand for A. M.; right, P. M.	Age.	Month.							Day.							Summary.										
			Monday.	Tuesday.	Wednesday.	Thursday.	Friday.	Mo. day.	Tuesday.	Wednesday.	Thursday.	Friday.	Monday.	Tuesday.	Wednesday.	Thursday.	Friday.	Monday.	Tuesday.	Wednesday.	Thursday.	Friday.	Attendance.	Scholarship.	Department.	Total Merits.	Relative Standing.
1	Samuel Alexander		a	t	a				a	t	t			a		t											
2	Robert Alexander		t		a	t	t	a	t																		
3	James Adams.					E																					
4	Isaiah Brooks					E		t																			
5	Harry Brooks					E						t	t														
6	Richmond Boston				d							a															
7	James Beverly							E																			
8	Richard "							E																			
9	Howard Copeland		E																								
10	Wm Manscome		t		a	a						a	t	t													
11	Henry Hunter		a	t	a				t	a																	
12	Marjette Iverson											a															
13	Lewis Jones																										
14	Willie Jones																										
	Oscar Jackson	X																									
15	Moses Kelsey		t	t		t	t					a															
16	Robt- Higgins											a															
17	Anthony Lewis											t															
18	Joseph Miller																										
19	Solomon Nelson											E															
20	Charlie Robinson																										
21	Georgie Simms											E		t													
22	James Price											E															
23	Albert Smith		t	t		t	a	a		a																	
24	Wm Henry Tyler																										
25																											
26	Jack Washington																										
27	Isaac Walker											a		a													
28	Tommy Wallace		t																								
29	Allan Wood																										
30	Cyle Washington.											E	t														

[illegible]

NAMES OF SCHOLARS.

Scholar's Number.	Names of Scholars.	Age.	Month.																														SUMMARY.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
			Monday.	Tuesday.	Wednesday.	Thursday.	Friday.	Mo. day.	Tuesday.	Wednesday.	Thursday.	Friday.	Monday.	Tuesday.	Wednesday.	Thursday.	Friday.	Monday.	Tuesday.	Wednesday.	Thursday.	Friday.	Attendance.	Scholarship.	Department.	Total Merits.	Relative Standing.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
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[illegible]

[illegible]

KEY.—A blank at the bottom of a space denotes presence; *a*, absence; *s*, sickness; *t*, tardy; *d*, dismissed; *E*, entered; *Ex*, expelled; *S*, suspended; *R*, restored; *T*, transferred; *P*, promoted; *L*, left. Left hand for A. M.; right, P. M.

[illegible]

REGISTER of

School, No. , for

187

Teacher

Key.—A blank at the bottom of a space denotes presence; *a*, absence; *s*, sickness; *t*, tardy; *d*, dismissed; *E*, entered; *Ex*, expelled; *S*, suspended; *R*, restored; *T*, transferred; *P*, promoted; *L*, left. Left hand for A. M.; right, P. M.

NAMES OF SCHOLARS.

Scholar's Number.	Age.	Monday.	Tuesday.	Wednesday.	Thursday.	Friday.	Mo. day.	Tuesday.	Wednesday.	Thursday.	Friday.	Monday.	Tuesday.	Wednesday.	Thursday.	Friday.	Monday.	Tuesday.	Wednesday.	Thursday.	Friday.	Monday.	Tuesday.	Wednesday.	Thursday.	Friday.	Monday.	Tuesday.	Wednesday.	Thursday.	Friday.
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Attendance.
Scholarship.
Departments.
Special Meeting.

Key.—A blank at the bottom of a space denotes presence; *a*, absence; *s*, sickness; *t*, tardy; *d*, dismissed; *E*, entered; *Ex*, expelled; *S*, suspended; *R*, restored; *T*, transferred; *P*, promoted. — *L*, left hand for A. M.; right, P. M.

[illegible]

NAMES OF SCHOLARS.

[illegible]

[illegible]

Key.—A blank at the bottom of a space denotes presence; *a*, absence; *s*, sickness; *t*, tardy; *d*, dismissed; *E*, entered; *Ex*, expelled; *S*, suspended; *R*, restored; *T*, transferred; *P*, promoted; *L*, left. Left hand for A. M.; right, P. M.

NAMES OF SCHOLARS.

[illegible]

[illegible]

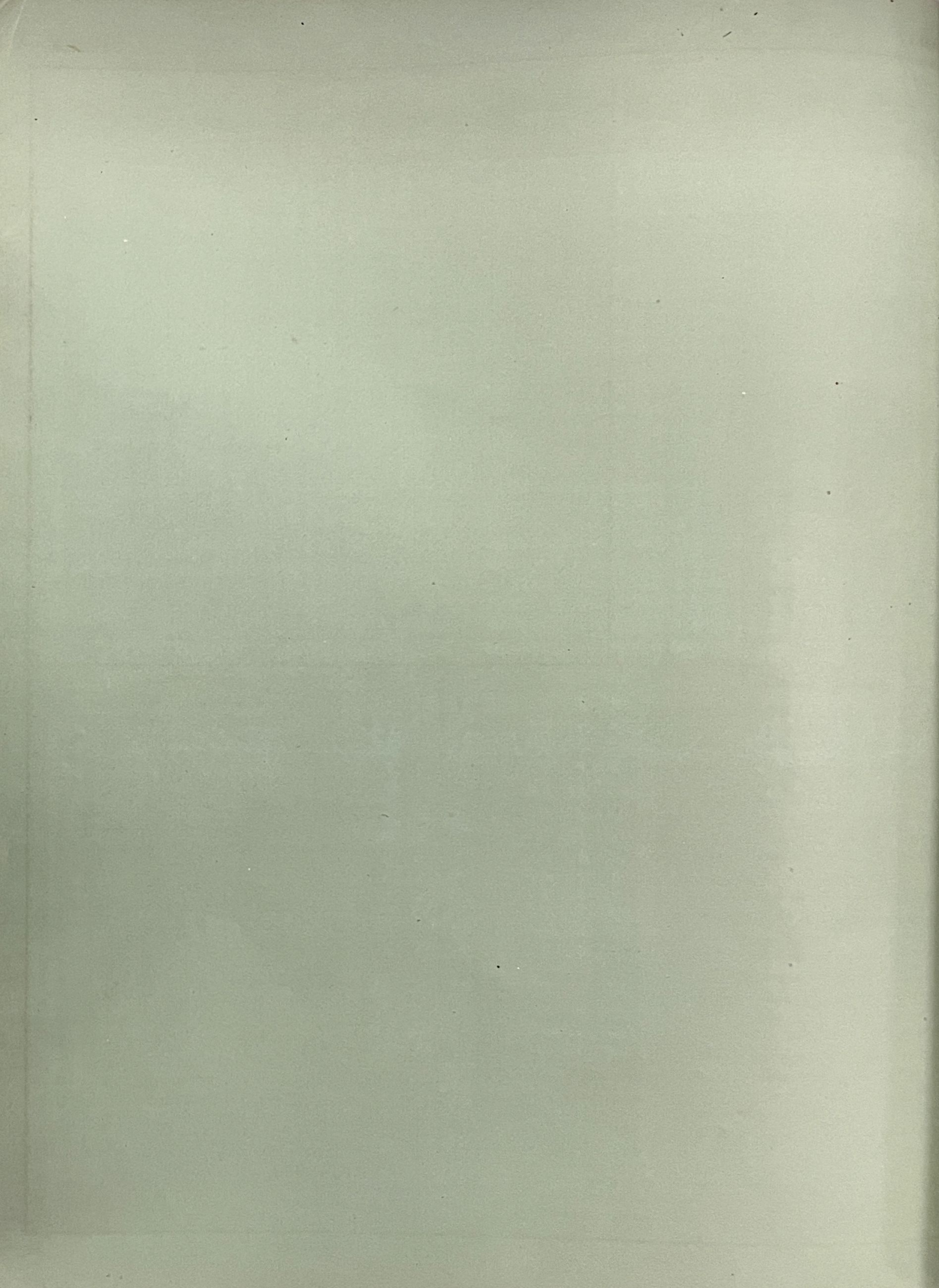
Angeline Boston
Ratie Cook
Alice Chase
Martha Kegg
Georgiana Lewis
Susan Lawson
Eliza Marshall
Hilene Queen
Emma Ritter
Alice Smith
Mary Whiting
Sedonia Washington

[illegible]

[illegible]

Key.—A blank at the bottom of a space denotes presence; *a*, absence; *s*, sickness; *t*, tardy; *d*, dismissed; *E*, entered; *Ex*, expelled; *S*, suspended; *R*, restored; *T*, transferred; *P*, promoted; *L*, left. Left hand for A. M.; right, P. M.

[illegible]



TOTALS, - - -

M.	F.	TOTAL.
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RECORD OF VISITORS.

[illegible]

*Divide the total number of presences, forenoon and afternoon, by the number of half days school has been held, and the result is the average attendance.
 †Divide the sum of the whole number belonging, forenoon and afternoon, by the number of half days, and the result is the average number belonging.
 ‡Divide the average attendance by the average whole number belonging, (adding ciphers,) and the result is the per cent. of attendance in decimals.

TOTALS. - - -

MONTHLY SUMMARY.

RECORD OF VISITORS.

* Divide the total number of presences, forenoon and afternoon, by the number of half days school has been held, and the result is the average attendance.
 † Divide the sum of the whole number belonging, forenoon and afternoon, by the number of half days, and the result is the average number belonging.
 ‡ Divide the average attendance by the average whole number belonging, (adding ciphers,) and the result is the per cent. of attendance in decimals.

DIARY of

School, No.

for Month of

187/

Teacher.

Day of Month.	Day of Week.	Admitted.	Left.	Tardy.	Dismissed.	FORENOON.						AFTERNOON.						Remarks on Weather, &c.	TEACHER'S TIME.			CAUSES OF TEACHER'S ABSENCE.
						Present.		Absent.		Whole Number Belonging.		Present.		Absent.		Whole Number Belonging.			Time of entering School.	Time of leaving School.	Time lost by absence.	
						M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.					
1	Wed.	0	1	2		23	10	4	4	28	14	23	10	4	4	27	14					
2	Thurs.			1		23	13	4	1	27	14	23	13	4	1	27	14					
3	Fri.	2		2		26	14	2	1	28	15	26	14	2	1	28	15					
6	Mon.		1	4		26	14	1	1	27	15	26	14	1	1	27	15					
7	Tues.			2		26	15	1	0	27	15	27	15	0	0	27	15					
8	Wed.			1		25	15	2	0	27	15	25	15	2	0	27	15					
9	Thurs.	1		2		28	14	0	1	28	15	28	14	0	1	28	15					
10	Fri.			1		26	12	2	3	28	15	26	12	2	3	28	15					
13	Mon.	2	2	3		26	11	1	4	27	15	26	12	1	3	27	15					
14	Tues.		3	2		12	10	13	4	25	14	12	10	13	4	25	14					
15	Wed.			3		21	12	4	2	25	14	21	14	4	0	25	14					
16	Thurs.			1		25	12	0	2	25	14	25	14	0	0	25	14					
17	Fri.	1	1			23	10	3	3	26	13	23	12	3	1	26	13					
23	Thurs.	1		2		22	12	5	1	27	13	22	12	5	1	27	13					
24	Fri.			1		25	12	2	1	27	13	25	12	2	1	27	13					
27	Mon.	2		0		25	12	4	1	29	13	25	12	4	1	29	13					
28	Tues.			4		27	12	2	1	29	13	27	12	2	1	29	13					
TOTALS, - - -						407	210	50	30	447	240	410	207	49	23	417	240					

MONTHLY SUMMARY.

Number of pupils last day of previous month	28	14	42
Number of pupils continued from previous month	28	14	42
Whole No. admitted during the month, not members of the first.	4	1	5
No. pupils adm'd by transfer (t) or promoted (p) from other schools	1		1
Number admitted who have not before attended any school this school year	2	1	3
Number of pupils transferred (t) or promoted (p) to other schools..	0	0	0
Number of pupils left voluntarily, without transfer	3	2	5
Number of pupils suspended for misconduct or forfeiture of seat...	0	0	0
Number of pupils readmitted after suspension	0	0	0
Number of pupils expelled (names given below)	0	0	0
Number of pupils belonging the last day of the month	29	13	42
Number of pupils present every half day	6	5	11
Number of pupils present and punctual every half day	3	4	7
Number of pupils receiving Certificates of Merit			
Whole number of tardinesses			31
Whole number of dismissals before completion of duties			0
Whole number of presences, half days			1206
Whole number of absences, half days			149
Average number present during the month*			36.34
Average number belonging during the month†			44.06
Per cent. of attendance on average number belonging‡			89
Number promoted to	School		
Number received from	School		

* Divide the total number of presences, forenoon and afternoon, by the number of half days school has been held, and the result is the average attendance.

† Divide the sum of the whole number belonging, forenoon and afternoon, by the number of half days, and the result is the average number belonging.

‡ Divide the average attendance by the average whole number belonging, (adding ciphers,) and the result is the per cent. of attendance in decimals.

RECORD OF VISITORS.

DATE.	BY WHOM.
	Mr. Newton (colored)

Day of Week.	Admitted.	Left.	Tardy.	Dismissed.	FORENOON.						AFTERNOON.						Remarks on Weather, &c.	TEACHER'S TIME.			CAUSES OF TEACHER'S ABSENCE.
					Present.		Absent.		Whole Number Belonging.		Present.		Absent.		Whole Number Belonging.			Time of entering School.	Time of leaving School.	Time lost by absence.	
					M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.					
Mon.	1	1	0		27	11	2	2	29	13	27	11	2	2	29	13					
Tues.			2		29	13	0	0	29	13	26	11	3	2	29	13					
Wed.			1		25	11	4	2	29	13											
Thurs.	1	1	1		22	13	7	0	29	13	24	13	5	0	29	13					
Fri.		2			25	12	2	1	27	13	25	12	2	1	27	13					
Sat.					27	13	0	0	27	13	27	13	0	0	27	13					
Sun.					26	12	1	1	27	13	27	12	0	1	27	13					
Mon.			3		26	13	1	0	27	13	25	13	2	0	27	13					
Tues.	1	2			23	12	4	0	27	12	23	12	4	0	27	12					
Wed.					26	12	1	0	27	12	25	12	2	0	27	12					
Thurs.					25	12	2	0	27	12	25	12	2	0	27	12					
Fri.	1				28	12	0	0	28	12	27	12	1	0	28	12					
Sat.					27	11	2	1	29	12	27	11	2	1	29	12					
Sun.			1		24	12	5	0	29	12	26	12	3	0	29	12					
Mon.	1				28	12	2	0	30	12	27	12	3	0	30	12					
Tues.					30	11	0	1	30	12	30	12	0	0	30	12					
Wed.			2		29	10	1	2	30	12	29	10	1	2	30	12					
Thurs.					28	12	2	0	30	12	29	12	1	0	30	12					
Fri.			2		26	12	4	0	30	12	25	12	5	0	30	12					
Sat.			3		28	10	2	2	30	12	28	11	2	1	30	12					
Sun.			2		27	11	3	1	30	12	27	11	2	1	30	12					
Mon.	1		1		25	11	5	1	30	12	25	11	5	1	30	12					
Tues.					28	12	5	1	4	63	27	12	4	8	12	60	25				

Teacher.

CAUSES OF TEACHER'S ABSENCE.

Time of entering School.

Time of leaving School.

Time lost by absence.

Visited Mrs. Hart's school

Visited Mrs. Hart's school.

MONTHLY SUMMARY.				RECORD OF VISITORS.	
	M.	F.	TOTAL.	DATE.	BY WHOM.
Number of pupils last day of previous month	29	13	42		
Number of pupils continued from previous month	29	13	42		
Number admitted during the month, not members of the first	1	1	2		
Number admitted by transfer (t) or promoted (p) from other schools					
Number admitted who have not before attended any school this year					
Number of pupils transferred (t) or promoted (p) to other schools					
Number of pupils left voluntarily, without transfer		2	2		
Number of pupils suspended for misconduct or forfeiture of seat					
Number of pupils readmitted after suspension					
Number of pupils expelled (names given below)					
Number of pupils belonging the last day of the month	30	12	42		
Number of pupils present every half day	7	9	16		
Number of pupils present and punctual every half day	4	6	10		
Number of pupils receiving Certificates of Merit					
Number of tardinesses	18	6	24		
Number of dismissals before completion of duties	0	0	0		
Number of presences, half days			1640		
Number of absences, half days			124		
Number present during the month*			386		
Number belonging during the month†			41		
Attendance on average number belonging†			93		
Number promoted to					
Number received from					
The total number of presences, forenoon and afternoon, by the number of half days held, and the result is the average attendance.					
The total number of presences, forenoon and afternoon, by the number of half days held, and the result is the average number belonging.					
The average attendance by the average whole number belonging, (adding ciphers,) in the per cent. of attendance in decimals.					

Mrs. Pierce
Kelley

Day of Month.	Day of Week.	Admitted.	Left.	Tardy.	Dismissed.	FORENOON.						AFTERNOON.						Remarks on Weather, &c.	TEACHER'S TIME.			CAUSES OF TEACHER'S ABSENCE.
						Present.		Absent.		Whole Number Belonging.	Present.		Absent.		Whole Number Belonging.	Time of entering School.	Time of leaving School.		Time lost by absence.			
						M.	F.	M.	F.		M.	F.	M.	F.						M.	F.	
3	Mon.	1	3			24	10	4	2	28	12	2	1	6	1	28	12					
4	Tues.			3		25	11	3	1	28	12	25	11	3	1	28	12					
5	Wed.			1		26	12	2	0	28	12	26	12	2	0	28	12					
6	Thurs.			1		26	12	2	0	28	12	0	0	0	0	0	0					
11	Tues.		1			23	12	4		27	12	23	12	4		27	12					
12	Wed.			7		23	11	4	1	27	12	24	11	3	1	27	12					
13	Thurs.		1	1		20	11	6	1	26	12	21	11	5	1	26	12					
14	Fri.			1		25	11	1	1	26	12	25	11	1	1	26	12					
19	Wed.	2	3			23	12	1	0	24	12	21	12	3	0	24	12					
20	Thurs.					22	10	2	2	24	12	21	11	3	1	24	12					
21	Fri.	1				19	12	4		23	12	19	12	4	0	23	12					
24	Mon.		1	2		23	9	0	2	23	11	23	10	0	1	23	11					
25	Tues.			1		23	11	0	0	23	11	22	11	1	0	23	11					
26	Wed.			1		21	11	2	0	23	11	21	11	2	0	23	11					
27	Thurs.			2		22	11	1	0	23	11	22	11	1	0	23	11					
28	Fri.					22	11	1	0	23	11	22	11	1	0	23	11					
TOTALS, - - -						1	9	23		39	177	37	10	404	187	337	169	39	7	376	175	

MONTHLY SUMMARY.	M.	F.	TOTAL.	RECORD OF VISITORS.	
				DATE.	BY WHOM.
Number of pupils last day of previous month	30	12	42		
Number of pupils continued from previous month	30	12	42		
Whole No. admitted during the month, not members of the first.		1	1		
No. pupils adm'd by transfer (t) or promoted (p) from other schools					
Number admitted who have not before attended any school this school year		1	1	Apr. 26	Mr. Newton, Inph.
Number of pupils transferred (t) or promoted (p) to other schools..					
Number of pupils left voluntarily, without transfer	6	2	8		
Number of pupils suspended for misconduct or forfeiture of seat...	1	0	1		
Number of pupils readmitted after suspension	0	0	0		
Number of pupils expelled (names given below)	1		1		
Number of pupils belonging the last day of the month	23	11	34		
Number of pupils present every half day	8	9	17		
Number of pupils present and punctual every half day	2	8	10		
Number of pupils receiving Certificates of Merit					
Whole number of tardinesses	19	4	23		
Whole number of dismissals before completion of duties					
Whole number of presences, half days			104		
Whole number of absences, half days			93		
Average number present during the month*			33.8		
Average number belonging during the month†			36.8		
Per cent. of attendance on average number belonging‡			92		
Number promoted to					
Number received from					

* Divide the total number of presences, forenoon and afternoon, by the number of half days school has been held, and the result is the average attendance.

† Divide the sum of the whole number belonging, forenoon and afternoon, by the number of half days, and the result is the average number belonging.

‡ Divide the average attendance by the average whole number belonging, (adding ciphers,) and the result is the per cent. of attendance in decimals.

* Divide the total number of presences, forenoon and afternoon, by the number of half days school has been held, and the result is the average attendance.
† Divide the sum of the whole number belonging, forenoon and afternoon, by the number of half days, and the result is the average number belonging.
‡ Divide the average attendance by the average whole number belonging, (adding ciphers,) and the result is the per cent. of attendance in decimals.

Day of Week.	Admitted.	Left.	Tardy.	Dismissed.	FORENOON.						AFTERNOON.						Remarks on Weather, &c.	TEACHER'S TIME.			CAUSES OF TEACHER'S ABSENCE.
					Present.		Absent.		Whole Number Belonging.		Present.		Absent.		Whole Number Belonging.			Time of enter- ing School.	Time of leaving School.	Time lost by absence.	
					M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.					
					M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.					
Mon.	1	1	2		23	10	0	1	23	11	22	10	0	1	23	11					
Tues.			2		22	10	1	1	23	11	21	10	2	1	23	11					
Wed.					21	10	2	1	23	11	21	10	2	1	23	11					
Thurs.					22	10	1	1	23	11	22	10	1	1	23	11					
Fri.					22	9	1	2	23	11			0	0	23	11					
Mon.	1		2		22	9	2	2	24	11	20	9	4	2	24	11					
Tues.			1		22	11	2	0	24	11	22	11	2	0	24	11					
Wed.			4		22	11	2	0	24	11	22	11	2	0	24	11					
Thurs.			1		23	11	1	0	24	11	22	11	2	0	24	11					
Fri.			1		22	11	2	0	24	11	22	11	2	0	24	11					
Mon.					18	10	6	1	24	11	17	10	7	1	24	11					
Tues.					23	11	1	0	24	11	22	11	2	0	24	11					
Wed.			2		23	11	1	0	24	11	23	11	1	0	24	11					
Thurs.					23	9	1	2	24	11	22	9	2	2	24	11					
Fri.		1	2		21	9	2	2	23	11	21	8	2	3	23	11					
Mon.			2		22	10	1	1	23	11	21	10	2	1	23	11					
Tues.		2			22	8	1	1	23	9	22	8	1	1	23	9					
Wed.					21	8	2	1	23	9	21	8	2	1	23	9					
Thurs.					21	8	2	1	23	9	20	8	3	1	23	9					
Fri.					21	8	2	1	23	9	21	8	2	1	23	9					
Mon.	1		1		20	8	3	2	23	10	20	7	3	1	23	10					
no school																					
Wed.			1		20	8	3	2	23	10	21	8	2	2	23	10					
TOTALS, - - -	3	1	21		476	210	39	22	515	234	446	201	46	20	472	221					

MONTHLY SUMMARY.			RECORD OF VISITORS.		
	M.	F.	TOTAL.	DATE.	BY WHOM.
Number of pupils last day of previous month	23	11	34		
Number of pupils continued from previous month	23	11	34		
Male No. admitted during the month, not members of the first.	2	1	3		
Number of pupils adm'd by transfer (t) or promoted (p) from other schools	0	0	0		
Number admitted who have not before attended any school this school year	1	0	1		
Number of pupils transferred (t) or promoted (p) to other schools..	0	0	0		
Number of pupils left voluntarily, without transfer	2	2	4		
Number of pupils suspended for misconduct or forfeiture of seat...	0	0	0		
Number of pupils readmitted after suspension	0	0	0		
Number of pupils expelled (names given below).....	0	0	0		
Number of pupils belonging the last day of the month	23	10	33		
Number of pupils present every half day	2	0	2		
Number of pupils present and punctual every half day	2	0	2		
Number of pupils receiving Certificates of Merit.....			21		
Number of tardinesses					
Number of dismissals before completion of duties.....			133		
Number of presences, half days			127		
Number of absences, half days			36		
Average number present during the month*.....			33.953		
Average number belonging during the month†			31.4		
Percent of attendance on average number belonging†					
Number promoted to School.....					
Number received from School.....					

Divide the total number of presences, forenoon and afternoon, by the number of half days
has been held, and the result is the average attendance.
Divide the sum of the whole number belonging, forenoon and afternoon, by the number of
days, and the result is the average number belonging.
Divide the average attendance by the average whole number belonging, (adding ciphers,)
the result is the per cent. of attendance in decimals.

Day of Month.	Day of Week.	Admitted.	Left.	Tardy.	Dismissed.	FORENOON.						AFTERNOON.						Remarks on Weather, &c.	TEACHER'S TIME.			CAUSES OF TEACHER'S ABSENCE.
						Present.		Absent.		Whole Number Belonging.		Present.		Absent.		Whole Number Belonging.			Time of entering School.	Time of leaving School.	Time lost by absence.	
						M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.					
1	Thurs.		2			19	9	3	0	22	9	19	9	3	0	22	9					
2	Fri.			9		20	9	2	0	22	9											
5	Mon.		1			19	7	3	1	22	8	19	8	3	0	22	8					
6	Tues.			3		21	8	1	0	22	8	20	8	2	0	22	8					
7	Wed.			1		18	8	4	0	22	8	18	8	4	0	22	8					
8	Thurs.			2		20	8	2	1	22	8	20	8	2	1	22	8					
9	Fri.					20	8	2	1	22	8	21	8	1	0	22	8					
12	Mon.		1	4		18	8	3	0	21	8	18	8	3	0	21	8					
13	Tues.	^{1st}	1			19	8	2	1	21	9	19	8	2	1	21	9					
14	Wed.			3		19	8	2	1	21	9	19	8	2	1	21	9					
15	Thurs.			1		19	8	2	1	21	9	19	8	2	1	21	9					
16	Fri.			1		21	8	0	1	21	9	21	8	0	1	21	9					
19	Mon.	0	2	4		16	8	4	0	20	8	18	8	3	0	20	8					
20	Tues.					19	8	1	0	20	8	19	7	1	1	20	8					
21	Wed.		1			17	8	2	0	19	8	17	8	2	0	19	8					
22	Thurs.	<i>no school</i>				0	0	0	0	0	0	0	0	0	0	0	0					
23	Fri.			1		16	8	3	0	19	8	16	8	3	0	19	8					
TOTALS, - - -						301	129	36	5	33	134	333	174	32	5	315	125					
Attended Asst. Ex																						

Attended Asst. Ex.

MONTHLY SUMMARY.				M.		F.		TOTAL.		RECORD OF VISITORS.	
										DATE.	BY WHOM.
Number of pupils last day of previous month				23		10		33			
Number of pupils continued from previous month				23		10		33			
Whole No. admitted during the month, not members of the first.				5		5		10			
No. pupils adm'd by transfer (t) or promoted (p) from other schools				0		0		0			
Number admitted who have not before attended any school this school year				0		0		0			
Number of pupils transferred (t) or promoted (p) to other schools..				0		0		0			
Number of pupils left voluntarily, without transfer				4		2		6			
Number of pupils suspended for misconduct or forfeiture of seat...				0		0		0			
Number of pupils readmitted after suspension				0		0		0			
Number of pupils expelled (names given below)				0		0		0			
Number of pupils belonging the last day of the month				19		8		27			
Number of pupils present every half day				6		2		8			
Number of pupils present and punctual every half day				2		1		3			
Number of pupils receiving Certificates of Merit								0			
Whole number of tardinesses								30			
Whole number of dismissals before completion of duties								0			
Whole number of presences, half days								533			
Whole number of absences, half days								78			
Average number present during the month*								26.87			
Average number belonging during the month†								29.387			
Per cent. of attendance on average number belonging‡								92.1			
Number promoted to											
Number received from											

* Divide the total number of presences, forenoon and afternoon, by the number of half days school has been held, and the result is the average attendance.
† Divide the sum of the whole number belonging, forenoon and afternoon, by the number of half days, and the result is the average number belonging.
‡ Divide the average attendance by the average whole number belonging, (adding ciphers,) and the result is the per cent. of attendance in decimals.

Questions to be put to every Pupil on entering: What is your name? What is your father's name? (If no father, then the mother's or guardian's name.) Where do you live? How old are you? Have you been vaccinated? Have you attended any other School in this city during the present school year?

